

PART 5 - BIDDER'S CHECKLIST

The following checklist is for the Bidder's assistance only. It is not inclusive and is **not a part of the bid documents**; therefore, this checklist should not be included with the Proposal Form when submitting a bid proposal.

5.01 **PROPOSAL FORM:** (only one original proposal form to be submitted) (also see 3.01 and 600.42 of Manual)
Base Bid

() Write in the amount of the base bid in words and numbers. The written word shall govern.

Alternates

() Write in each alternates amount in words and numbers. The written word shall govern.

Addenda

() Acknowledge the receipt of each addendum by writing in the number of the addendum and the date received.

Acceptance

() Proposal is signed by authorized person

() Name of Business - complete spelling of bidder's name and address - exact as recorded at the Secretary of State

[<http://www.sos.state.ms.us/busserv/corp/soskb/csearch.asp>] which should be the same as you applied for at the Mississippi State Board of Contractors [<http://www.msbc.us/Search2.CFM>] (see 2.07, 3.01, 5.01, proposal form)

() Legal address of the business listed above (at SOS and Contractor's Board)

() Correct Certificate of Responsibility Number(s) as it appears in the current Mississippi State Board of Contractors Roster

Certificate of Responsibility Number(s) on envelope (see below for on proposal form)

() Base Bid is under \$50,000 and no number is required

() Base Bid is under \$50,000 and the statement "bid does not exceed \$50,000" is on the outside of the sealed envelope

() Base Bid is over \$50,000 and number is required

() Joint Venture and *joint venture* number is required

OR () Joint Venture participants' numbers are required

5.02 **BID SECURITY:**

() Included Bid Bond

OR () Included Certified Check

5.03 **POWER OF ATTORNEY:**

() Included Power of Attorney

5.04 **NON-RESIDENT BIDDER:**

() Attached a Copy of Non-Resident Bidder's Preference Law

OR () Attached a Statement

5.05 **SUB-CONTRACTORS NAME** Refer to 1.04 for responsiveness

() List your Mechanical and Electrical Contractors regardless of cost

* List name even for under \$50,000

* Fire Protection Sprinkler Contractors do not have to be listed

* If there is a separate HVAC/Plumbing Contractor, so notate as mentioned herein

* If Mechanical, Plumbing, and/or Electrical Contractor is performed by the General, be sure the General has a COR for said discipline and list General's name on the line and COR number mentioned herein

OR * If there is no Mechanical, Plumbing, and/or Electrical Contractor, so notate "none" on the line

5.06 **SUB-CONTRACTORS' COR NUMBER** Refer to 1.04 for responsiveness

() * List Certificate of Responsibility Number for over \$50,000.00 (also allowed, but not required, for under \$50,000)

* If under \$50,000 – so notate on the COR line "under \$50,000" (or can still show COR#)

OR * If there is no Mechanical, Plumbing, and/or Electrical in Divisions 15 or 16, so notate "none" on the name line and the COR# line as mentioned herein

*** END OF SECTION ***

Division 0

PROPOSAL FORM
SECTION 00300

To: Bureau of Building, Grounds and Real Property Management
501 North West Street, Suite 1401B [Woolfolk Building]
Jackson, Mississippi 39201

Re: Project # _____
Project Title _____
Location _____

I propose to complete all work in accordance with the Project Manual and Drawings within _____ consecutive calendar days for the sum of: (Professional must specify number of days)

BASE BID: (Write in the amount of the base bid in words and numbers. The written word shall govern.)

_____ Dollars (\$_____)

ALTERNATES: (Write in the amount of all of the alternates in words and numbers. The written word shall govern.)

Alternate #1 () Adds () Deducts

Dollars (\$_____)

Description _____

Alternate #2 () Adds () Deducts

Dollars (\$_____)

Description _____

Alternate #3 () Adds () Deducts

Dollars (\$_____)

Description _____

Alternate #4 () Adds () Deducts

Dollars (\$_____)

Description _____

Alternate #5 () Adds () Deducts

Dollars (\$_____)

Description _____

Division 0

ADDENDA ACKNOWLEDGMENT: (date below can be the date Addendum was issued OR the date Addendum was received by Bidder)

No. 1 Date _____ (#1 included in Bid Documents) No. _____ Date _____

No. _____ Date _____ No. _____ Date _____

↑ Complete all lines including #1 ↑

ACCEPTANCE:

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature _____ Date _____

Name and Title _____

Name of Business _____

Complete spelling of bidder's name and address - exact as recorded at the Secretary of State

[<http://www.sos.state.ms.us/busserv/corp/soskb/csearch.asp>] which should be the same as you applied for at the Mississippi State Board of Contractors [<http://www.msdoc.us/Search2.CFM>] (see 2.07, 3.01, 5.01)

Address _____

City/State/Zip Code _____

Phone _____ Fax _____ Email _____

■ Certificate of Responsibility Numbers(s):

■ Attach copy of Non-Resident Bidder's Preference Law (5.04 of Bidder's Checklist)

■ **Mechanical / Electrical Contractors:**

Divisions 15 & 16 of the Specifications of the BoB Standard Form Of Agreement Between The Owner And The Contractor

List the Mechanical / Plumbing / and/or Electrical Contractors in accordance with 5.05 and 5.06 of the Bidder's Checklist.

Mechanical Contractor: _____

Plumbing Contractor: _____

Electrical Contractor: _____

Complete all lines in some manner per 5.05 even for under \$50,000 ↑

Certificate of Responsibility No. _____

Certificate of Responsibility No. _____

Certificate of Responsibility No. _____

Complete all lines in some manner per 5.06 ↑

■ Mississippi Department of Agriculture & Commerce

Bureau of Plant Industry

Landscape License Number _____ MS Code 69-19-1 – 69-19-15

↑ Complete for prime landscaping projects

Division 0